

Highly Qualified Teacher Position Input Application

• Reporting Guidelines

Version 1.0

Last updated: February 13, 2007

Arizona Department of Education
Highly Qualified Professionals
1535 W. Jefferson Street
Phoenix, Arizona 85007-3209

HQT in Brief

The Highly Qualified Teacher Position Input

What is the HQT Position Input Application?

The Highly Qualified Teacher Position Input Application is a web-based data and reporting system that tracks teacher highly qualified status throughout Arizona. Local Education Agency (LEA) administrators enter data via a web browser into the system where it is stored. The Arizona Department of Education uses this data to report to the U.S. Department of Education.

The types of information collected by this application include teacher credentials, teacher years of experience, teacher position(s), teaching content, grades taught, periods taught, highly qualified status and qualification criteria used.

Getting Started....

Navigating the HQT Position Input Application....

For Technical Assistance: If you experience any difficulties while working in the application, please contact ADE Support at **866-577-9636** or **602-542-7378**. You may also email the Support Center at adesupport@ade.az.gov.

1. To get to the application, login to the Arizona Department of Education (ADE) common logon. <https://www.ade.az.gov/commonlogon>
2. After entering your common logon **Username** and **Password**, click on "Continue>>". If the system will not accept your **Username** and/or **Password**, please contact ADE Support at **866-577-9636** or **602-542-7378**. You may also email the Support Center at adesupport@ade.az.gov. Please include your full name, district or charter holder, a simple description of the issue and a telephone number where you can be reached.




3. Click the **Highly Qualified Teachers Position Input** link to open the application.




HQT Position Input Application

- If you have district access, select a school by using the drop-down menu arrow. Otherwise, your school should be selected for you.

NOTE: Due to internet browser compatibility issues, we ask that you refrain from clicking the "Back" or "Forward" buttons within the browser.

| | |
|--------------|--|
| LEA: | Paradise Valley Unified District |
| School: | Paradise Valley High School  |
| Fiscal Year: | 2007 |



To begin entering data, click on a **Teacher Name** listed in the shaded left-hand column. If the teacher teaches in a **non-core academic area** (e.g., PE) you do **not** need to report data on this teacher. Proceed to the next teacher on the list.

If no names are listed or a specific teacher's name is missing, please proceed to step #19.


All core academic teachers employed any time during the 2006-07 school year **must** be included in the reporting data.

Finding/Adding Teacher:

- Woods, Earl
 - Woods, Kultida
 - Woods, Tiger
- 


- The teacher's information will appear. In order to fill in the **Highly Qualified Position Information**, click on **Add New Position**.

| | | | |
|---|--|-----------------|--------------------------|
| When done with this teacher, Click Here to mark as Complete | | | |
| Basic Information | | | |
| SSN: | xxx-xx- | Started: | 7/26/2005 |
| Gender: | Female | Ethnicity: | White (Not Hispanic) (W) |
| Years of Experience: | 1 | Highest Degree: | BA |
| Fingerprints: | Valid, issued 4/19/2004, expires 4/19/2010 | | |
| Certifications | | | |
| Provisional Elementary Education, K-8 (5/24/2005 - 5/24/2007) | | | |
| Provisional ESL Endorsement, K-12 (6/17/2005 - 5/24/2007) | | | |
| AEPA Exams Passed | | | |
| 13 Nov 2004: | Elementary Education | | |
| 13 Nov 2004: | Prof Knowledge - Elem | | |
| Highly Qualified Position Information | | | |
| * None * | | | |
| Add New Position... | | | |



- Select the **Grade(s)** taught by clicking on the correct grade level(s). F (Freshman) = 9, S (Sophomore) = 10, J (Junior) = 11, R (Senior) = 12

| | |
|--|-------------------------------------|
| Highly Qualified Position Information | |
| Grades: | P K 1 2 3 4 5 6 7 8 F S J R |
| Is | of Record: <input type="checkbox"/> |



HQT Position Input Application

7. Check the "Teacher of Record" box only if the teacher is the teacher of record, otherwise leave it blank.

| Highly Qualified Position Information | | | |
|---------------------------------------|-------------------------------|-----------------------|------------------------------|
| Grades: | P K 1 2 3 4 5 6 7 8 F S J R | Is Teacher of Record: | <input type="checkbox"/> |
| Position: | Please select a position code | Content Area: | Please select a content area |
| HQ Criteria | Please select the criteria | Has Valid Certificate | <input type="checkbox"/> |

8. Select the teaching **Position** by clicking on the correct position from the drop-down menu. You may only select one position at a time. If the teacher teaches more than one position, you will need to complete the **Highly Qualified Position Information** separately for each position.

| Highly Qualified Position Information | | | |
|---------------------------------------|-------------------------------|-----------------------|------------------------------|
| Grades: | P K 1 2 3 4 5 6 7 8 F S J R | Is Teacher of Record: | <input type="checkbox"/> |
| Position: | Please select a position code | Content Area: | Please select a content area |
| HQ Criteria | Please select the criteria | Has Valid Certificate | <input type="checkbox"/> |
| Periods Taught: | | | |

9. Select the teaching **Content Area** by clicking on the correct content area from the drop-down menu. If the teacher teaches more than one content area, you will need to complete the **Highly Qualified Position Information** for each content area.


| Highly Qualified Position Information | | | |
|---------------------------------------|-------------------------------|-----------------------|------------------------------|
| Grades: | P K 1 2 3 4 5 6 7 8 F S J R | Is Teacher of Record: | <input type="checkbox"/> |
| Position: | Please select a position code | Content Area: | Please select a content area |
| HQ Criteria | Please select the criteria | Has Valid Certificate | <input type="checkbox"/> |

10. Select the **Criteria** by which the teacher is highly qualified by clicking on the correct criteria from the drop-down menu. Please refer to each teacher's completed attestation to determine the correct criteria by which the teacher is highly qualified. If a teacher can qualify using two or more options, please select the most appropriate option. **Best** = AEPA, NBCT; **Better** = Major, 24 Semester Hours; **Good** = HQT Reciprocity, HOUSSE.

| Highly Qualified Position Information | | | |
|---------------------------------------|-------------------------------|-----------------------|------------------------------|
| Grades: | P K 1 2 3 4 5 6 7 8 F S J R | Is Teacher of Record: | <input type="checkbox"/> |
| Position: | Please select a position code | Content Area: | Please select a content area |
| HQ Criteria | Please select the criteria | Valid Certificate | <input type="checkbox"/> |


11. Check the **Valid Certificate** box only if the teacher holds a valid teaching certificate (i.e., intern teaching certificate, reciprocal teaching certificate, provisional or standard teaching certificate). Emergency teaching certificates, emergency substitute teaching certificates and substitute teaching certificates do **NOT** meet the highly qualified requirements for a valid teaching certificate.

Highly Qualified Position Information

| | | | |
|-------------|------------------------------------|-----------------------|--|
| Grades: | P K 1 2 3 4 5 6 7 8 F S J R | Is Teacher of Record: | <input type="checkbox"/> |
| Position: | Please select a position code ▼ | Content Area: | Please select a content area ▼ |
| HQ Criteria | Please select the criteria ▼ | Has Valid Certificate | <input type="checkbox"/>  |

12. Type in the number of **Periods Taught** for this position only. The allowable range of values is 1 through 8. Determine the total number of periods taught in your district for your 7-12 grade teachers, not including the planning period. Use this same number when reporting your full-time elementary teachers.

Highly Qualified Position Information


| | | | |
|-----------------|--|-----------------------|--------------------------------|
| Grades: | P K 1 2 3 4 5 6 7 8 F S J R | Is Teacher of Record: | <input type="checkbox"/> |
| Position: | Please select a position code ▼ | Content Area: | Please select a content area ▼ |
| HQ Criteria | Please select the criteria ▼ | Has Valid Certificate | <input type="checkbox"/> |
| Periods Taught: | <input type="text"/>  | | |
| Comments: | | | |

13. You may type in any comments in the **Comments** box. Entering information in this box is **optional**.

Comments: 

14. Lastly, verify that the information is correct, then click on the **Add** button. If you wish to delete all of the position information you just entered, click the **Cancel** button and begin entering the data again for that teacher.

Comments:



HQT Position Input Application

15. In order to add additional information for any teacher who teaches more than one content area, click on **Add a New Position** and follow steps #7 through #15.

| Highly Qualified Position Information | |
|--|---------------------------------------|
| Position 1 | |
| Grades: K | Teacher of Record: Yes |
| Position Description: Elementary Content Areas | Content Area: Elementary Education |
| HQ Criteria: AEPA | Has Valid Certificate: Yes |
| Periods Taught: 3 | |
| Comments: | |
| <input type="button" value="Edit"/> | <input type="button" value="Delete"/> |

[Add New Position...](#)

16. Once you have completed the requested teacher information, click on the link/button called **Click here to mark as complete**. *This will let ADE know that this teacher and his/her position(s) are ready for reporting to the USDOE.*

When done with this teacher, [Click Here to mark as Complete](#)

17. The name of the teacher you just marked as complete will appear highlighted in the left-hand column. If for some reason you need to edit this teacher's information, click on the teacher name and the box called **Click here to open for modifications**.

This teacher is marked Complete — [Click Here to open for modifications](#)

18. To add a teacher who is not listed in the left-hand column, click on **Finding/Adding Teacher**.

[Finding/Adding Teacher:](#)

19. The following screen will appear. You must enter **both** a social security number **and** a last name in order to proceed.

The system searches the School District Employee Reporting (SDER) database. If the SSN and last name combination is found, he/she will appear as **Add Existing Teacher** and his/her **Basic Information** will be filled in except for the **Start Date**. After you type in the employee's **Start Date** at your school, click **Add to Roster**.

If the teacher is **not** found in the Employment (SDER) database, he/she will appear as **Add New Teacher**. You will need to fill in all of the blank boxes **before** clicking on **Save**.

Once the teacher has been added, please refer back to step #6 for instructions on completing the necessary information for this teacher.

20. Once you have reported for all your teachers and have marked these teachers complete, you are done. **Congratulations** on completing the **Highly Qualified Teacher Position Input Application**.

Reminder: All HQT data **must** be entered online no later than:
Wednesday, March 28, 2007